

**City of Edmonds**  
**Edmonds Memorial Cemetery Board Meeting Minutes**  
**August 18, 2016 4 pm**  
**Frances Anderson Center, Room 123**

**Call to Order**

Chair Jerry Janacek called the meeting to order at 4:03 pm

**Members Present:**

Jerry Janacek  
Peggy Irwin  
Melissa Johnson  
Joan Longstaff  
Dale Hoggins

**Staff Present:**

Rich Lindsay

**Members Absent:**

Patrick Kelly, excused

**Guests:**

Betty Gaeng

**Approval of Minutes**

- Motion by Joan Longstaff to approve July 21, 2016 minutes, seconded by Melissa Johnson. Minutes approved.

**Finance Report:** June and July Cemetery reports were reviewed and are attached.

**Chair Report:**

- Jerry spoke to Carrie regarding Cemetery Planning.

**Sales Report – Sales and Services**

	<b>Month</b>	<b>Year to Date</b>	<b>Goal</b>
Grave sales	1	17	40
Niche Sales	2	10	25
Burials	5	21	55
Inurnments	1	10	25

**Staff Report from Rich:**

- Cemetery mapping students from Western Washington University will be GPS mapping next year under the supervision of a professor. Cliff Edwards will be participating in the process. It is not expected to be finished by end of year 2017.
- The Financial report will be double checked by Rich and Lori Palmer since the end of June and beginning of July balances did not match.
- Fund 130 can be used for improvements to the Columbarium. Rich will research how many niches are available for long term planning.

**Old Business:**

- Rules and Regulations: The final version of the Rules and Regulations were discussed. Motion by Melissa Johnson and seconded by Peggy Irwin, approved.
- Jerry will schedule a time for the Mayor and Betty Gaeng to meet regarding her becoming a potential Board Member.

**New Business:**

- Dale wants stump removal added to the agenda for next month's meeting. Washington Tree Experts are currently submitting a bid for the stump removals.

**Announcements:**

- None

**Adjournment:**

The meeting was adjourned at 5:18 pm by Jerry Janacek.

**Next Meeting:**

Thursday, September 15, 2016 at 4pm, at Frances Anderson Center, Room 123

**CITY OF EDMONDS  
CEMETERY FUNDS  
TRANSACTION SUMMARY  
MONTH ENDING: June 30, 2016**

	<u>Total</u>	<u>Cemetery Fund 130</u>	<u>Trust Fund 137</u>
<b>Beginning Cash Balance</b>	\$ 1,031,789.37	\$ 137,980.52	\$ 893,808.85
<b>Beginning Memorial/Gift Program Balance</b>	\$ 2,910.44	\$ 2,910.44	\$ -
	<b>1,034,699.81</b>	<b>140,890.96</b>	<b>893,808.85</b>
<b><u>Receipts</u></b>			
141237 Lori Wentz	100.00	90.00	10.00
141238 Margaret Smith	691.00	621.90	69.10
141239 Holly J Finan	4,000.00	3,600.00	400.00
141240 Kim Kranzler	2,025.00	1,822.50	202.50
141241 Christine Sexton Wilson	1,200.00	1,080.00	120.00
141242 Noel McRae	1,774.00	1,596.60	177.40
<b>Total</b>	<b>\$ 9,790.00</b>	<b>\$ 8,811.00</b>	<b>\$ 979.00</b>
<b><u>Investments and Transfers</u></b>			
Transfer In	20,000.00	20,000.00	0.00
Bank Interest	1,434.16	203.59	1,230.57
<b>Total</b>	<b>\$ 21,434.16</b>	<b>\$ 20,203.59</b>	<b>\$ 1,230.57</b>
<b><u>Disbursements</u></b>			
Salaries & Benefits	12,051.10	12,051.10	0.00
Automatic Wilbert Vault Co	815.00	815.00	0.00
Quiring Monuments Inc	1,218.00	1,218.00	0.00
Pilgrim Media Services	300.00	300.00	0.00
Frontier	83.24	83.24	0.00
WCCFA	476.14	476.14	0.00
Office Max	5.99	5.99	0.00
Vehicle Rental	962.50	962.50	0.00
June Merchant Svcs Fee	157.89	157.89	0.00
<b>Total</b>	<b>\$ 16,069.86</b>	<b>\$ 16,069.86</b>	<b>\$ -</b>
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Cash Balance</b>	\$ 1,029,650.52	\$ 133,632.10	\$ 896,018.42
<b>Ending Investment Balance</b>	-	-	-
<b>Ending Accrued Interest Balance</b>	-	-	-
	<b>\$ 1,029,650.52</b>	<b>\$ 150,925.25</b>	<b>\$ 896,018.42</b>
<b>Beginning Memorial / Gift Program Balance</b>	\$ 2,910.44	2,910.44	-
<b>Ending Memorial / Gift Program Balance</b>	<b>\$ 2,910.44</b>	<b>\$ 2,910.44</b>	<b>\$ -</b>
<b>Grand Total</b>	<b>\$ 1,049,854.11</b>	<b>\$ 153,835.69</b>	<b>\$ 896,018.42</b>
<b>Interfund Loan Payable/Receivable</b>		<b>\$ -</b>	<b>\$ -</b>

**CITY OF EDMONDS  
CEMETERY FUNDS  
TRANSACTION SUMMARY  
MONTH ENDING: July 31, 2016**

	<u>Total</u>	<u>Cemetery Fund 130</u>	<u>Trust Fund 137</u>
<b>Beginning Cash Balance</b>	\$ 1,046,943.67	\$ 151,127.75	\$ 895,815.92
<b>Beginning Memorial/Gift Program Balance</b>	\$ 2,910.44	\$ 2,910.44	\$ -
	<b>1,049,854.11</b>	<b>154,038.19</b>	<b>895,815.92</b>
<b><u>Receipts</u></b>			
141243 Karen L Peterson	1,058.00	952.20	105.80
141244 John C Madigan	500.00	450.00	50.00
141245 Robert O Denton	100.00	90.00	10.00
141246 Sidney B Peters	1,450.00	1,305.00	145.00
141247 Jayni Peters	1,700.00	1,530.00	170.00
141248 Becks Funeral Home	1,774.00	1,596.60	177.40
141249 Irene E Hannaford	1,450.00	1,305.00	145.00
141250 Kathy L Zipper	1,774.00	1,596.60	177.40
141251 Kristin E Boag	500.00	450.00	50.00
141252 Gary C Hoskins	100.00	90.00	10.00
<b>Total</b>	<b>\$ 10,406.00</b>	<b>\$ 9,365.40</b>	<b>\$ 1,040.60</b>
<b><u>Investments and Transfers</u></b>			
Bond Interest	548.92	80.04	468.88
Bank Interest	468.98	68.38	400.60
<b>Total</b>	<b>\$ 1,017.90</b>	<b>\$ 148.42</b>	<b>\$ 869.48</b>
<b><u>Disbursements</u></b>			
Salaries & Benefits	11,086.24	11,086.24	0.00
Automatic Wilbert Vault Co	920.00	920.00	0.00
Quiring Monuments Inc	500.00	500.00	0.00
Dex Media West Inc	60.98	60.98	0.00
Frontier	83.33	83.33	0.00
Lynnwood Win Supply Co	438.79	438.79	0.00
Office Max	5.31	5.31	0.00
Home Depot Credit Services	30.62	30.62	0.00
Welco Sales LLC	155.92	155.92	0.00
Edmonds Water Division	154.86	154.86	0.00
Vehicle Rental	962.50	962.50	0.00
Julu Merchant Svcs Fee	113.05	113.05	0.00
<b>Total</b>	<b>\$ 14,511.60</b>	<b>\$ 14,511.60</b>	<b>\$ -</b>
<b>Vouchers Payable</b>	<b>\$ 23.25</b>	<b>\$ 23.25</b>	<b>\$ -</b>
<b>Ending Cash Balance</b>	\$ 1,043,879.22	\$ 146,153.22	\$ 897,726.00
<b>Ending Investment Balance</b>	-	-	-
<b>Ending Accrued Interest Balance</b>	-	-	-
	<b>\$ 1,043,879.22</b>	<b>\$ 146,153.22</b>	<b>\$ 897,726.00</b>
<b>Beginning Memorial / Gift Program Balance</b>	\$ 2,910.44	2,910.44	-
<b>Ending Memorial / Gift Program Balance</b>	<b>\$ 2,910.44</b>	<b>\$ 2,910.44</b>	<b>\$ -</b>
<b>Grand Total</b>	<b>\$ 1,046,789.66</b>	<b>\$ 149,063.66</b>	<b>\$ 897,726.00</b>
<b>Interfund Loan Payable/Receivable</b>		<b>\$ -</b>	<b>\$ -</b>